



COMMUNICATIONS OPERATOR

Jefferson County Sheriff's Office is accepting applications to establish a 1-yr eligibility list for full and part-time Communications Operators to receive calls for emergency and non-emergency purposes and dispatch appropriate personnel via computer-aided dispatch system, telephone, and radio equipment.

High school diploma with 2-3 years customer service experience, proficiency in data-entry, and ability to manage crisis situations required. Must have ability to complete mandatory training and certifications including CPR. Must be available to work evenings, weekends and holidays. Wage Range: \$17.19/hr - \$24.35/hr.

All applicants must successfully pass a written and listening test, oral interview, and background investigation. **Mandatory test will be administered on Thursday, June 25, 2015 at the Jefferson County Courthouse, Rm. 205 at 6:00 p.m. for ALL applicants.**

Application deadline is noon on June 11, 2015. Visit www.jeffersoncountywi.gov/jobs or Human Resources for position details and application. Submit application online or send to: Jefferson County Human Resources, 311 S. Center Avenue., Jefferson, WI 53549.

EOE

Communications Operator

(1-yr eligibility list)

TEST INFORMATION FORM

Return the top portion of this form with your application only if **not** applying through online portal.

To be considered for this position, **ALL** applicants must take the test. Applications need to be turned in by the deadline date of noon on June 11, 2015 to be admitted into the test site.

Please complete name and last 4-digits of your Social Security Number

Note the time and place of the required examination for this position

Name: _____

Last 4-digits of Social Security Number: _____

TEST DATE AND LOCATION:

Thursday, June 25, 2015 at 6:00 p.m.

Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

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THIS IS THE ONLY NOTIFICATION OF TESTING YOU WILL RECEIVE

Communication Operator I (1-yr eligibility list)

TESTING INFORMATION

Thursday, June 25, 2015 at 6:00 p.m.

Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

Applications must be turned in by deadline – noon on June 11, 2015 to be admitted into the test site.

- [PICTURE I.D REQUIRED](#) for admission to the test.

If you need accommodations for this testing, please call 920-674-7103.

RETAIN THE BOTTOM PORTION FOR YOUR RECORDS